

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY

ACTION: Request for Proposals (RFP) for Partnership for Clean Indoor Air Pilot Projects

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I. SUMMARY:

This action announces the availability of funds from the U.S. Environmental Protection Agency's (EPA) Indoor Environments Division/Office of Radiation and Indoor Air.

At the World Summit for Sustainable Development in August 2002, the EPA and a number of partners launched the Partnership for Clean Indoor Air. This partnership is bringing together governments, industry, and non-governmental organizations to address the serious health effects associated with elevated indoor levels of smoke from cooking and heating practices. For more information about the Partnership and member organizations, visit www.epa.gov/iaq.

According to the World Health Organization's *World Health Report* (2002), indoor smoke from solid fuels is a major risk factor contributing to the global and regional burden of disease. More than two billion people worldwide use traditional fuels for home cooking and heating. This widespread use results in the premature deaths of an estimated two million people annually, with women and children being most significantly affected.

The following Regions and/or countries have been identified as high risk, high potential areas for pilot project funding this year: China, India, Mexico, Guatemala, and South Africa. However, we will accept proposals for projects in other countries in Africa, Asia, and Latin America.

The purpose of these grants is to support demonstrably effective pilot projects that increase the use of affordable, reliable, clean, efficient, and safe home cooking and heating practices in target countries, and reduce people's exposure to indoor air pollution from home cooking and heating practices. Accordingly, the grants will support the design and implementation of pilot projects that address the following four priority areas: social/behavioral change; market development; technology design; and exposure/health effects monitoring.

Copies of this RFP can also be obtained at <http://www.epa.gov/iaq> and http://www.epa.gov/air/grants_funding.html

II. DATES/DEADLINES:

1. Applicants must submit a Concept Proposal demonstrating their eligibility to compete for assistance on or before November 5, 2003 (see Section III, Eligibility).
2. Applicants whose Concept Proposals are selected will be notified on or about December 5, 2003 and invited to submit a full application.
3. Full applications from invited applicants are due on or before January 15, 2004.
4. Selected projects will be announced on or around February 15, 2004.
5. Anticipated award date is on or about April 30, 2004.

III. ELIGIBILITY

To be eligible to compete for these grant funds, applicants must meet the standards for eligibility described in Section 103 (b)(3) of the Clean Air Act.

(<http://www.epa.gov/oar/caa/caa103.txt>). Eligible entities include non-governmental organizations, non-profit organizations, public and private agencies, and institutions of higher learning actively involved in indoor air pollution issues in Africa, Asia or Latin America. For-profit companies are not eligible. The term “non-profit” is defined by the U.S. Office of Management and Budget in Circular A-22 (at www.whitehouse.gov/omb/circulars/a122/a122.htm).

IV. SUBMISSION INFORMATION:

Concept Proposals: The Concept Proposal Form can be found at www.epa.gov/iaq. Concept Proposals must be e-mailed to doroski.brenda@epa.gov. We will confirm receipt of Concept Proposals and Applications by e-mail.

Full Applications: Applicants whose Concept Proposals are selected will be invited to submit a full proposal and Application Kit for Federal Assistance. To better assist you in tracking the shipment of your application package, we recommend that Applications for Federal Assistance be sent by private shipping company (e.g., Federal Express, UPS, DHL, or courier) to the attention of Brenda Doroski, U.S. Environmental Protection Agency, Indoor Environments Division, 1310 L Street, NW, Washington, DC 20001, phone (202) 564-9764.

V. QUESTIONS/COMMENTS:

All questions or comments must be communicated in writing via email to Brenda Doroski at doroski.brenda@epa.gov. Questions and answers will be posted at www.epa.gov/iaq and at http://www.epa.gov/air/grants_funding.html to ensure that applicants have equal access to pre-application information.

VI. FUNDING ISSUES:

This is the first year of funding for Partnership for Clean Indoor Air Pilot Projects. EPA will provide approximately \$1 million in assistance to grantees working in Africa, Asia or Latin America whose missions and activities seek to reduce people's exposure to indoor air pollutants due to home cooking and heating practices. For this competition, EPA anticipates awarding approximately four to six grants which may range from \$50,000 to \$150,000 for the total two-year project period, depending on the scope of work of the project. The number of awards, the dollar amounts, and location of each awardee will vary depending upon Agency priorities, proposal quality and level of activity, and resource availability. There is no matching requirement under Clean Air Act 103(b)(3).

VII. OVERVIEW:

The mission of the Partnership for Clean Indoor Air is to improve health, livelihood and quality of life by reducing exposure to indoor air pollution, primarily among women and children, from household energy use (e.g., home cooking and heating practices). Our goals are to increase access to affordable, reliable, clean, safe, and efficient home cooking and heating techniques, and reduce the burden of disease from unhealthy indoor cooking and heating practices. The Partnership supports the direct exchange of experiences among household energy users, researchers, entrepreneurs, project implementers, and program directors.

Pilot projects will demonstrate the effectiveness of comprehensive approaches to implementing household energy projects. Therefore, proposals should focus on achieving results in all of the following program areas:

1. **Social/Behavioral Change:** Identify and implement locally targeted public awareness strategies to address social/cultural barriers and motivate behavioral change to adopt improved home cooking and heating practices.
2. **Market Development:** Support the development of local business models and markets for improved cooking practices, including developing micro-finance and other financial assistance options to develop local business and spur investments.
3. **Technology Design:** Ensure that technology meets standard design and performance guidelines for more efficient and needs-responsive home cooking and/or heating.
4. **Exposure and Health Effects:** Monitor and assess exposure and health effects using standard protocols.

We encourage organizations to collaborate to ensure that the proposed project has the staff and organizational expertise to successfully address each of the above priority areas.

What Support Will the Partnership for Clean Indoor Air Provide to Grantees?

Understanding that grantees might need additional expertise in one or more of the priority areas, the Partnership will offer assistance by providing the following:

- 1) In-country, capacity building workshops for community and public health leaders in each of the selected pilot countries to address social/behavioral barriers and generate private and public sector commitment/action to implementing improved cooking and heating practices;
- 2) Expertise in market development;
- 3) Design and performance guidelines;
- 4) Capacity building training on technology design and performance testing;
- 5) Harmonized exposure and health effects protocols; and
- 6) Regional training to increase the capacity of pilot project organizations to conduct exposure assessment and health outcomes monitoring.

Participation in the workshops outlined above should be provided for in the budget (see Section IX, Selection Criteria).

VIII. APPLICATION PROCESS:

The application process involves two stages. Stage 1 is the submission of a Concept Proposal. Stage 2 is the submission of a full Application for Federal Assistance. Only applicants whose Concept Proposals are selected will be invited to participate in Stage 2 of the application process. We will confirm receipt of concept proposals and applications by e-mail.

Stage 1: Concept Proposal

A completed Concept Proposal Form is due via e-mail to doroski.brenda@epa.gov on or before November 5, 2003. You can download the Concept Proposal Form at www.epa.gov/iaq.

Once completed, this form should not exceed five pages. You must provide all of the information requested on the form:

- 1) Contact information for your organization:
 - a. Organization name
 - b. Contact person name
 - c. Mailing address
 - d. E-mail address
 - e. Phone number
 - f. Fax number
- 2) Type of Organization (e.g., non-profit organization, non-governmental organization, institute of higher learning, other);
- 3) Previous experience: a description of the quantitative results (outputs and/or outcomes) of your past or current program(s) in Africa, Asia or Latin America as they relate to one or more of the program areas outlined in this RFP (see Section X, Examples of Outputs/Outcomes);
- 4) Proposed project goals;
- 5) Description of target population and their current household energy use;
- 6) Overview of the project;
- 7) Staff qualifications; and
- 8) Proposed project budget.

Concept proposals will be evaluated using the following ranking criteria:

- 1) Applicant demonstrates prior experience implementing household energy projects in Africa, Asia or Latin America that have achieved measurable results/outcomes; and

- 2) Applicant outlines goals for each of the four priority areas which are likely to increase the use of improved home cooking and/or heating practices and reduce people's exposure to indoor air pollutants in homes in Africa, Asia or Latin America.

Stage 2: Application Process

Eligible applicants whose Concept Proposals are selected will be invited to submit a full proposal and Application Kit for Federal Assistance. The Application Kit is available at http://www.epa.gov/ogd/grants/how_to_apply.htm. This website explains how to complete SF-424A, Budget Forms, etc. and describes the cost principles for a Federal grant.

In addition to the standard forms contained in the Application Kit for Federal Assistance, invited applicants must submit a proposal of no more than eleven pages, which includes a detailed work plan and itemized budget for the two-year project period. Text may be single or double-spaced, no less than 12 point font. Margins are not specified. Proposals must be legible. No additional materials (e.g., letters of support, brochures, videos, etc.) beyond the eleven-page limit will be given to the review panel for consideration. Your proposal must address all of the selection criteria found in Section IX of this RFP.

EPA reserves the right to reject applications, and, if necessary, make no awards under this competition. In addition, EPA reserves the right to fund, without any further competition, evaluated, non-selected proposals for up to six months after the application receipt date provided that additional project funding becomes available.

IX. SELECTION CRITERIA:

Applications will be ranked on the basis of the criteria listed below. Ranking for each criterion is based on a scale of 0 (does not meet the requirement) to 5 (exceeds the requirement). The maximum possible score is 50 points. Each of the selection criteria is weighted equally.

- 1) Work Experience. Applicant demonstrates prior experience implementing effective household energy education, outreach, and/or management programs in Africa, Asia or Latin America which are achieving public health outcomes. *Describe your organization's experience in implementing household energy programs, measurable results of your past/current programs, and your organization's capacity to conduct the activities outlined in this RFP.*
- 2) Proposed Project Goals and Approach. The applicant's proposal has clearly stated goals and objectives for each of the four priority areas which are likely to increase the use of improved home cooking and/or heating practices and reduce the exposure of indoor air pollutants in homes in Africa, Asia or Latin America. The proposed approach integrates social/behavioral change, market development, technology design/performance, and exposure and health effects monitoring into a comprehensive program. *Outline your specific goals, objectives, expected outcomes, and deliverables as they relate to each of the four priority areas. Outcomes should be described specifically and, to the extent possible, quantitatively. Possible project outcomes range from the number of households using improved cookstoves, to improved health status. Activities with outcomes that result in tangible health benefits, or most directly lead to reduced health risk, will be more highly ranked than those that simply aim to disseminate stoves. Describe the basic structure of the proposed project, and quantify the number of households you plan to reach.*
- 3) Target Population. Applicant's proposed work targets socio-economically disadvantaged populations, with high exposure to indoor air pollution from household energy use. *Describe the target population and their current household energy use practices.*
- 4) Addressing Social/Behavioral Issues. Applicant demonstrates it will use strategies that are

effective for promoting the adoption of new technology among the targeted population, and will contribute to an improved understanding of how to implement household energy programs. *Describe your education methods and outreach activities, particularly with respect to motivating behavioral changes in the targeted population.*

- 5) Market Development. Applicant outlines a plan to support the development of local business models and markets for improved cooking practices, including financing options to develop local business. *Characterize the demand for your proposed products and services, and outline your delivery strategy.*
- 6) Technology Design and Performance. Applicant demonstrates that its proposed technology is affordable, reliable, clean, efficient, and safe. *Describe any design and/or performance testing that has been performed on your proposed practices. Explain how you have determined that your proposed technology is affordable, reliable, clean, efficient, and safe. Applicant must be willing to collaborate with the Partnership to ensure its proposed technology meets design and performance guidelines currently being developed by the Partnership.*
- 7) Monitoring and Evaluation. Applicant clearly describes a monitoring and evaluation component which is practical, reasonable, and sound. The applicant must, at a minimum, report on the number of households with reduced exposure to elevated levels of indoor smoke resulting from the introduction of new cooking and/or heating approaches. *Describe any mechanisms for tracking program outputs, and evaluating program outcomes. Define outputs (e.g., how many households were educated, how many homes adopted improved cooking and/or heating practices) and outcomes (e.g., the effectiveness of the education and mitigation methods, the level of increased awareness) and how you*

will measure project success. The applicant must be willing to incorporate the uniform exposure assessment and health outcomes protocol currently being considered by the Partnership into its monitoring and evaluation plan.

- 8) Key Staff. Organization has sufficient qualified staff to accomplish the scope of work; staff have the knowledge and experience to successfully perform the proposed work. *Describe staffing needed to implement the proposed work plan, including number of staff and their qualifications. Attention should be paid to the qualifications and experience of key personnel, including any experience managing grants*
- 9) Budget and Time Line. The project budget and time line are appropriate to accomplish the scope of the work (e.g., number of households that will be reached). *Itemize funds for salaries, materials, equipment, contracted activities, travel, overhead, and other pertinent information. The budget should include costs for one in-country workshop with community stakeholders, travel for one staff to the U.S. for one week to participate in a technology design/performance workshop, and travel for one staff to participate in a three-day Regional capacity building workshop on exposure and health effects monitoring. Discuss how the budget relates to the objectives, outcomes, and deliverables in the work plan. Provide a project time line for a two-year project and budget period.*
- 10) Applicant addresses how it will sustain the project beyond the life of the EPA assistance, and promote its adoption in other localities. *Explain how you will sustain the project beyond the life of the EPA financial assistance and promote its adoption in other localities.*

X. EXAMPLES OF OUTPUTS/OUTCOMES:

- Number of households educated about the health impacts of indoor air pollution from

household energy use.

- Number of people with demonstrated increased knowledge of indoor air pollution and mitigation solutions.
- Number of homes, and possibly other facilities, using improved cooking and/or heating practices.
- Number of new small businesses producing and marketing improved cooking technology.
- Number of people with reduced exposure to indoor smoke from home cooking and/or heating practices.
- Decreases in the number or severity of adverse health effects (e.g., respiratory ailments) and improvement in quality of life indicators.

XI. SUPPLEMENTARY INFORMATION:

The statutory authority for this action is Clean Air Act, Section 103(b)(3) and the National Environmental Program Act 102(2)(F). The Catalog of Federal Domestic Assistance Number is 66.034. Executive Order 12372, Intergovernmental Review of Federal Domestic Programs is applicable to awards resulting from this announcement.

XII. APPLICABLE REGULATIONS AND OMB CIRCULARS:

The applicants selected will abide by 40 CFR Part 30 or 40 CFR Part 31, OMB Circular A-122 or OMB A-87, and OMB Circular A-133. We encourage recipients of U.S. Federal funds to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) Title 40, Part 30 for non-profit organizations and institutions of higher education and Part 31 for States and Local Governments (see <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-B.htm>).

XIII: DISPUTE RESOLUTION PROCESS:

Should a dispute arise during the course of this competition, EPA will adhere to the resolution process described in 40 CFR Chapter 1, Part 30.63 (see www.epa.gov/docs/epacfr40).

XIV: NOTIFICATION OF UNSUCCESSFUL APPLICANTS:

The Office of Air and Radiation will notify all unsuccessful applicants no later than 60 days after selecting the applicants.

XV: CONFIDENTIAL BUSINESS INFORMATION:

If any portion of an applicant's proposal is comprised of confidential business information (CBI), appropriate pages should be so marked at the top of each page.

XVI. FOR FURTHER INFORMATION CONTACT:

Brenda Doroski, U.S. Environmental Protection Agency, Indoor Environments Division,
1310 L Street, NW, Washington, DC 20001. Telephone (202) 564-9764; or e-mail:
doroski.brenda@epa.gov.

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